

# Van Buren County Library Board Minutes 2018

**January 17, 2018**

A regular meeting of the Van Buren County Library Board was called to order at 4:10 p.m. in the meeting room of the library. Presiding Officer was Chairwoman-Rhonda Davis. A quorum was present, including the following members: Kristi Eastridge, Glenda Stagg, Stephanie Treece, and Phillip Ellis. Also in attendance, was VBC Librarian- Karla Fultz..

The minutes from December 21st 2017 board meeting were read. Minutes were approved as read.

Financial Report: For the month of December, Damascus library attendance was 244, checked out items were 324, new library cards were 3, deposits were \$80.55, checks disbursed \$103.25, leaving a balance of \$3,920.29 in the discretionary account. Clinton's attendance was 3,604, checked out items were 4,059, 35 new library cards, balance in the discretionary account was \$42,489.59 and the balance in the mill tax fund was \$929,684.12. Law library balance was \$17,146.61. Financials were accepted as presented.

Discretionary Budget: Karla presented the board with a budget for the Discretionary Account. Karla projected \$54,989.59 with 10% of that being budgeted @ \$49, 490.63. Stephanie made a motion to approve the discretionary budget and Kristi seconded that motion. All were in favor and the budget passed.

Old Business:

HVAC System: Karla stated she has been dealing with Nabholz, Freyaldenhoven, and Harris Energy to try and get this fixed under a warranty. Karla stated she has had no luck and the longer it goes unfixed the higher the Electric bill which will end up costing more than what it would be to fix the unit. Phillip suggested talking to Chris Bates when the time came to renew a maintenance contract and keeping our maintenance local. Glenda made a motion to go ahead and fix the unit under the no more than \$2600 dollar quote to be paid out of the discretionary account and Stephanie seconded that motion, all were in favor and the motion passed. Within the same discussion Karla stated that when the flow system was check on the Fire Sprinkler System the date of inspection was not upgraded. The system has to be checked yearly per State Rules and Regulations.

Master Gardeners Club: Karla stated the Master Gardner's club will begin on phase 1 of the landscaping project @ a total budget of \$500 in March of 2018.

New Business:

Trustee Training Class: Karla asked the board if they would be interested in a Trustee training class from the State Library. They board agreed to revisit this at a later date.

Adjournment: With no further business the board adjourned at 5:00 pm.

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FYI: Next library board meeting will be Wednesday February 14, 2018 @ 4 p.m.  
Library closed February 19th for Presidents Day.

Respectfully submitted:  
Karla Fultz  
VBC Librarian  
Rhonda Davis, Chairwoman

Van Buren County Library Board Meeting

## February 14, 2018

A regular meeting of the Van Buren County Library Board was called to order at 4:10 p.m. in the meeting room of the library. Presiding Officer was Chairwoman- Rhonda Davis. A quorum was present, including the following members: Kristi Eastridge, Glenda Stagg, Stephanie Treece, and Phillip Ellis. Also in attendance, was VBC Librarian- Karla Fultz..

The minutes from January 18, 2018 board meeting were read. Minutes were approved as read.

Financial Report: For the month of January, Damascus library attendance was 292, checked out items were 382, new library cards were 90, deposits were \$75.40, checks disbursed \$15.26, leaving a balance of \$3,980.43 in the discretionary account. Clinton's attendance was 3,361, checked out items were 4,613, 40 new library cards, balance in the discretionary account was \$41,720.82 and the balance in the mill tax fund was \$578,615.08. Law library balance was \$17,160.66. Financials were accepted as presented. Karla stated that for January all major expenses were the least payment and personnel. Discussion arose about volunteers. Karla stated the library has 3 volunteers, Linda Headley who volunteers on Mondays, Mr. David Jeffrey's who is a FOL member and volunteers on Tuesdays and Fridays, and Kim Tyler who volunteers on Wednesdays for the Food Stamp Program. The question arose whether library did background checks on the volunteers, Karla stated that at this time they did not, it was suggested that might be something the library does in the future especially if the volunteers work with the kids.

Old Business:

Grants: Karla stated Andrea, Damascus and her worked on grants this week worth \$14,000 for the summer reading program. Those grants include Wal-Mart, Dollar General, and UMWA.

Master Gardeners Club: Karla stated the Master Gardner's club has begun work on the landscaping. Karla stated she will contact the Judge and see if he will provided a the equipment and someone to dig the ground up and talk to Clinton City Mayor, Richard McCormac about donating the mulch.

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HVAC System: Karla stated she spoke with Stephen from Harris Energy on February 14th and he stated all the parts were in except the plate burner, which is due to ship out on February 16th or February 19th, and then they would be up here to repair the unit.

## New Business:

WWII Tree: Karla stated 6 counties in Arkansas were selected for the planting of a WWII tree, ceremony, and donation of artifacts ship from overseas. Karla stated Van Buren County was selected as one of those counties and JP-John Bradford who is in charge of the project, has selected the library as the site to plant the Tree and host the ceremony. Karla stated she is working with the Master Gardeners to pick out the spot for the tree.

Adjournment: With no further business the board adjourned at 4:45

FYI: Next library board meeting will be Wednesday March 14, 2018 @ 4 p.m. Library closed February 19th for Presidents Day, Heart Healthy Luncheon will be held on February 22, 2018 @ 12 p.m. with guest speaker Dr. Ben Starnes, and Karla is working with Brian Henderson to host a Spring Clean your Medicine Cabinet set for March 20th.

Respectfully submitted:

Karla Fultz  
VBC Librarian

Rhonda Davis, Chairwoman

## March 14, 2018

A regular meeting of the Van Buren County Library Board was called to order at 4:05 p.m. in the meeting room of the library. Presiding Officer was Chairwoman-Rhonda Davis. A quorum was present, including the following members: Kristi Eastridge, Glenda Stagg, Stephanie Treece, and Phillip Ellis. Also in attendance, was VBC Librarian- Karla Fultz..

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The minutes from February 2018 board meeting were read. Minutes were approved as read.

**Financial Report:** For the month of February, Damascus library attendance was 301, checked out items were 392, new library cards were 20, deposits were \$72.75, checks disbursed \$128., leaving a balance of \$3,925.18 in the discretionary account. Clinton's attendance was 3,041, checked out items were 3,916, 60 new library cards, balance in the discretionary account was \$42,477.25 and the balance in the mill tax fund was \$559,926.05. Law library balance was \$17,540.97. Financials were accepted as presented.

## **Old Business:**

**Master Gardeners Club:** Karla stated the Master Gardener's club finalized the landscaping.

## **New Business:**

**Library Incident/Accident – Karla presented an accident report where as a young girl was learning to park hit the gas instead of the break and took out the light ballast. Karla also presented the board with a quote to fix that, stating the girls father is waiting on a price to pay for the ballast. Rhonda suggested calling Wes Swenson, and Tommy Dean Collins son Eric for a new quote.**

**Acknowledgement/Donation board:** Karla stated she would like to get the Donor board up within the next couple of months. Phillip suggested she contact Nina Baker and see if she could do this.

**Library Website:** Discussion over the library website not being easily found under Van Buren County Public Library was discussed. Karla stated she had already spoken with Kim and the Judge on this earlier in the day. Karla stated the reason is they are listed as Clinton Library because the Region uses the City as the branch and not the county. The Judge, and Library board agreed this needed to be changed to Van Buren County because it is not a city Library it is a County and no city funds pay for the operation of the library. Karla stated she had already spoken to John about getting it changed so she was hoping that was already in the works.

**Adjournment:** With no further business the board adjourned at 4:45

**FYI: Next library board meeting will be Wednesday April 11, 2018 @ 4 p.m.**

**March 3/16 – Regional Branches to visit, Monday – Wednesday of Spring Break Coding with Robots ages 8-14, Movie – Ferdinand – Monday and**

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**Movie - Jumanji- Friday. March 28<sup>th</sup> will be Diabetes and Clean out your medicine cabinet from 11-1.**

**April – Easter – Ducky Derby Race @ 2 p.m. – Book Sale April 6<sup>th</sup> and 7<sup>th</sup>, and Pancake Breakfast @ Fairfield Bay on April 28<sup>th</sup>.**

Respectfully submitted:

Karla Fultz

VBC Librarian

Rhonda Davis, Chairwoman

## **April 11, 2018**

A regular meeting of the Van Buren County Library Board was called to order at 4:05 p.m. in the meeting room of the library. Presiding Officer was Chairwoman- Rhonda Davis. A quorum was present, including the following members: Kristi Eastridge, Glenda Stagg, Stephanie Treece, and Phillip Ellis. Also in attendance, was VBC Judge Roger Hooper and Librarian- Karla Fultz.

The minutes from March 2018 board meeting were read. Minutes were approved as read.

Financial Report: For the month of February, Damascus library attendance was 389, checked out items were 386, new library cards were 5 deposits were \$75.05 checks disbursed \$345.54., leaving a balance of \$3,654.69 in the discretionary account. Clinton's attendance was 3,455 checked out items were 4,586, 62 new library cards, balance in the discretionary account was \$39,919.06 and the balance in the mill tax fund was \$532,024.44. Law library balance was \$18,092.85. Financials were accepted as presented.

Old Business:

Community Room: Karla stated the community room had been used 97 times from Jan-March.

Library Outside Ballast – Karla state she contacted Wes Swenson for the replacement of the ballast. Wes gave Karla a quote for \$800. Karla stated she would go with Wes, which should be fixed in the next couple of weeks.

New Business:

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Pancake Breakfast: Karla stated the Friends would be hosting a pancake breakfast in partnership with FFB Lion's Club. Karla stated tickets were \$6.00. Breakfast would be held at FFB on April 28th from 8 a.m. – 10 a.m.

Uncommon Communities: Karla stated a local group consisting of the VBC Judge, VBC Mayors, some JP's and local business and resource people had been taking an Uncommon Community's course to improve tourism for VBC. This group would be graduating this 3-year course and would be hosting their graduation at the library on April 26th from 8 a.m. – 3.p.m.

Adjournment: With no further business the board adjourned at 4:30 p.m.

FYI: Next library board meeting was discussed for May 09, 2018 but Rhonda will be out. Not a set date.

Respectfully submitted:

Karla Fultz  
VBC Librarian

Rhonda Davis, Chairwoman

## May 16, 2018

A regular meeting of the Van Buren County Library Board was called to order at 4:10 p.m. in the meeting room of the library. Presiding Officer was Chairwoman- Rhonda Davis. A quorum was present, including the following members: Kristi Eastridge, Glenda Stagg, Stephanie Treece, and Phillip Ellis. Also in attendance, was Librarian- Karla Fultz.

The minutes from April 11, 2018 board meeting were read. Minutes were approved as read.

Financial Report: For the month of April, Damascus library attendance was 307, checked out items were 346, new library cards were 7 deposits were \$139.15 checks disbursed \$43.26., leaving a balance of \$3,750.58 in the discretionary account. Clinton's attendance was 4,254 checked out items were 3,916, 52 new library cards, balance in the discretionary account was \$40,672.49 and the balance in the mill tax fund was \$508,532.44. Law library balance was \$17,800.43. Rhonda and Phillip mentioned how much we were down this time last year in our millage received. Financials were accepted as presented.

Old Business:

FOL Pancake Breakfast: Karla stated the total money raised from the Friends of the Library Pancake Breakfast was \$1,050.00. Karla stated that Steve Landers

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from Cowboy Dodge will be setting up the Mechanical Bull at Archey Fest and all proceeds from the bull will be donated to the Friends of the Library.

New Business:

Summer Calendar – Karla presented the Summer Reading program calendar to the board. She said so far there were 40 children signed up for the reading part of the program and 15 signed up for the Day program. Glenda asked if we would be getting meals again this year from the school and Karla stated that we would. Glenda stated that they would be bringing their Summer School Children to some of the programs as part of the collaborated grant.

ARSL: Karla stated that the last couple of years the library has paid for Lisa to attend ARSL (Association for Small and Rural Libraries). Karla stated that it just wasn't in the budget to send her this year, but Lisa likes to attend so much she is willing to pay for the conference herself, but asks that those days that she is out at conference not be counted against her but be counted as workdays. Glenda made a motion to count the ARSL days as work days and Kristi seconded that motion. All were in favor and the motion passed.

Adjournment: With no further business the board adjourned at 4:345p.m.

FYI: Next library board meeting was set for June 13, 2018 . Glenda and Kristi will be out but as long as we have 3 board members we have a quorum.

Respectfully submitted:

Karla Fultz

VBC Librarian

Rhonda Davis, Chairwoman

## July 11, 2018

A regular meeting of the Van Buren County Library Board was called to order at 4:10 p.m. in the meeting room of the library. Presiding Officer was Chairwoman- Rhonda Davis. A quorum was present, including the following members: Kristi Eastridge, Glenda Stagg, and Phillip Ellis. Also in attendance, were Van Buren County Judge Roger Hooper and Librarian- Karla Fultz. Board member Stephanie Treece was absent.

The minutes from May 16, 2018 board meeting were read. Minutes were approved as read. There were not minutes from June as there was not a June board meeting.

Financial Report: For the month of June, Damascus library attendance was 575, checked out items were 997, new library cards were 10 deposits were \$43.55 checks disbursed \$139.45, leaving a balance of \$3,579.08 in the discretionary account. Clinton's attendance was 6,322 checked out items were 5,582 new

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library cards 63, balance in the discretionary account was \$42,806.07 and the balance in the mill tax fund was \$504,831.75. Law library balance was \$19,066.08. Judge Hooper stated he had heard from Walter @ XTO and wanted Karla and him to contact Walter back in August.

Old Business:

No Old Business was discussed.

New Business -

3-D Print Report from Sam – Karla presented a 3-D print report from Sam dated back to when the library opened. (See Attached in July Packet)

Grants Received Report: Karla presented a grants receive report for 2018. (See Attached in July Packet) .

Curb – Karla stated a lady tripped and fell into the glass in the front entrance of the library and asked if they needed to paint a yellow line on the sidewalk. The Judge and Board did not see a need for a yellow line.

Adjournment: With no further business Phillip made a motion to adjourn and Glenda Seconded that motion. And the meeting adjourned @ 4:50 p.m.

FYI: Next library board meeting was set for August 8th, 2018. , Andrea and Karen will present Summer Reading Program to QC in August, Mass Flu Clinic to be held at the Library, October 4th, November Voting.

Respectfully submitted:

Karla Fultz

VBC Librarian

Rhonda Davis, Chairwoman

## August 13, 2018

A regular meeting of the Van Buren County Library Board was called to order at 4:10 p.m. in the meeting room of the library. Presiding Officer was Chairwoman- Rhonda Davis. A quorum was present, including the following members: Glenda Stagg, Stephanie Treece, and Phillip Ellis. Librarian- Karla Fultz was also in attendance. Board member Kristi Eastridge was absent.

The minutes from July 11, 2018 board meeting were read. Phillip made a motion to approve the minutes as read and Glenda seconded that motion. All were in favor and the minutes were approved.

Financial Report: For the month of July, Damascus library attendance was 624, checked out items were 1,124, new library cards were 06 deposits were \$51.30 checks disbursed \$67.26, leaving a balance of \$3,563.12 in the discretionary account. Clinton's attendance was 6,256 checked out items were 5,985 new library cards 50, balance in the discretionary account was \$43,708.86 and the balance in the mill tax fund was \$499,460.22. Karla stated the millage income

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was approximately \$105,000 less than this time last year. With no further discussion the financials were accepted as presented.

Old Business:

Mass Flu Clinic- Karla stated the mass flu clinic would not be held here this year due to the CDC having to approve the location and it was too short of notice to get the application finalized and approved. Karla stated Jenna Williams is working on that for 2019.

New Business -

Report on Summer Reading Program – Karla presented a short write up from Andrea on the Summer Reading programs. Karla stated that moneys left over from the UMW grant would be spent on children’s books, movies and items for children’s programs/area.

Adjournment: With no further business Phillip made a motion to adjourn and Glenda Seconded that motion. And the meeting adjourned @ 4:50 p.m.

FYI: Next library board meeting was set for September 12, 2018 @ 4 p.m.

, Andrea and Karen will present Summer Reading Program to QC in August, Library is closed Labor Day Weekend. SAT – Mon. will reopen on Tuesday.

Respectfully submitted:

Karla Fultz

VBC Librarian

Rhonda Davis, Chairwoman

## September 12, 2018

A regular meeting of the Van Buren County Library Board was called to order at 4:02 p.m. in the meeting room of the library. Presiding Officer was Chairwoman- Rhonda Davis. A quorum was present, including the following members: Glenda Stagg, Stephanie Treece, Phillip Ellis, and Kristi Eastridge. Librarian- Karla Fultz was also in attendance.

The minutes from August 12, 2018 board meeting were read. The minutes stood as read.

Financial Report: For the month of August, Damascus library attendance was 405 checked out items were 336 new library cards were 08 deposits were \$64.10, leaving a balance of \$3,627.22 in the discretionary account. Clinton’s attendance was 5,793 checked out items were 5,133 new library cards 45, balance in the discretionary account was \$45,467.21 and the balance in the mill tax fund was \$483,568.22. Law Library balance was \$19,738.86. Glenda accepted the financial report and Stephanie seconded that.

Karla’s Letter of Resignation: Rhonda presented a letter of Resignation for June 30, 2019(See Attached). Rhonda stated the reason Karla submitted her resignation so early is to budget for a new person in 2019. The board accepted

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the letter of resignation. Rhonda talked about forming a committee for interviewing and coming up with a Job Description for the next person. Karla stated she wanted to work with Faulkner County Director John McGraw on a Job Description. Phillip nominated Glenda to work with Karla in creating a Job Description, Stephanie seconded that motion and all were in favor.

P/T Position: Glenda asked about filling Lill's position. Karla stated she would like to hold off on hiring until the first of the year. The main day is Saturday and right now all staff is taking 2 weekends in a row until they hire someone. Karla stated she has a volunteer employee that works hard from the time she arrives to the time she leaves, but she want to hold off on hiring right now.

Millage Budget: Karla presented the 2019 millage budget before the board. Personal salaries were discussed, and Phillip asked about putting more into replacing building equipment and lines items. Karla stated there were line items for that but she budgeted what she could, if there was a need for more money in that item the board could always go before the QC and have more appropriated. Travel expenses were discussed. The board would like to ask the regional board to pay for the travel expenses of the courier. The lease payment was discussed, in which Phillip stated the board needed to go before White River and First Service to see about getting the payment and terms changed. He stated they needed to get that going now, he stated he would go and talk with Darla from First Service to see how to proceed with that and that Karla needed to get with Trina Jones on the prospect of income. With no further discussion Glenda moved to accept the proposed budget of \$676, 556.90 - \$253, 206. 90 of that being for salaries, and \$330, 000.00 of that being for Lease payment, leaving the other \$93,350.00 for operations.

Law library budget: Karla presented the 2019 law budget before the board. Stephanie made a motion to accept the law budget of \$6,700.00 and Phillip seconded that motion.

Volunteer Tax: Karla stated that she is blasting Facebook with advertisement asking citizens to pay the volunteer portion of their property tax. Radio station interviews were discussed. Glenda made a motion to nominate Phillip to do the radio interview. Stephanie seconded that motion and all were in favor.

## Old Business:

XTO – Walt DuWeese : Karla stated Judge Hooper and she called Walt, to ask for a donation to the library. Walt stated the only way he could do a donation at this time is if there was some kind of function the Chamber of Commerce would be willing to sponsor and then invoice XTO for said amount. Karla stated the Friends were hosting the Leg-It to the Library in November and maybe the Chamber would be a sponsor for it. Karla stated she would contact Jason Hayes to see if the Chamber would be willing to sponsor.

Regional Director: Karla stated the Faulkner County Library Board was going to request of the Region to make John McGraw the regional director. Rhonda asked if VBC Library employee Andrea Singleton would be interested in the

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position. Karla stated she did not know and that she would speak to Andrea about the matter. Karla stated the board needed to ask John what he has worked on as a Regional Director and what his future plans are for the Region, seeing as he has been working with Hendrix College to bring them on board as a branch, and he has been working with the state on the Overdrive Consortium Downloadable E-books. Karla also stated mediator Joe Don Willingham is wanting off the Regional Board and the boards will need to work together to come up with a solution to the three/two board member vote.

New Business -

Appoint Board Member to sign off on Bank Statements– Karla stated the Auditor states the Law of Arkansas has changed to need a signature to approve the bank statements that is higher up than the Library Administrator. Phillip made a motion to appoint Glenda and Stephanie seconded that motion.

2019 Board Member: Rhonda stated she will be going off the board and cannot be reappointed as she has served two 5-year consecutive terms. The boards discussed bringing names with them to the October board meeting.

Adjournment: With no further business Phillip made a motion to adjourn and Glenda Seconded that motion. And the meeting adjourned @ 5:20 p.m.

FYI: Next library board meeting was set for October 10, 2018 @ 4 p.m. , VBC Fair is September 17th, November – Voting – Book Sale – and Leg-It.

Respectfully submitted:

Karla Fultz  
VBC Librarian

Rhonda Davis, Chairwoman

## October 10, 2018

A regular meeting of the Van Buren County Library Board was called to order at 4:02 p.m. in the meeting room of the library. Presiding Officer was Chairwoman- Rhonda Davis. A quorum was present, including the following members: Glenda Stagg, Stephanie Treece, Phillip Ellis, and Kristi Eastridge. Van Buren County Judge Roger Hooper and Librarian- Karla Fultz was also in attendance.

The minutes from September 12, 2018 board meeting were read. The minutes stood as read.

Financial Report: For the month of September, Damascus library attendance was 255 checked out items were 236 new library cards were 02 deposits were \$53.25, leaving a balance of \$3,680.47 in the discretionary account. Clinton's attendance was 4,993 checked out items were 4,314 new library cards 62, balance in the discretionary account was \$45,940.91 and the balance in the mill

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tax fund was \$481,483.13. Law Library balance was \$19,919.86. Karla stated that from Jan – September of 2018 the library has collected \$10,250.46 in volunteer tax. Philip stated he had spoken with Darla of First Service about extending the library lease option for 2 more years, and is speaking with White Rivers, Reagan Miller on the subject matter. Glenda accepted the financial report and Stephanie seconded that.

## Old Business:

XTO – Walt DuWeese: Karla stated Judge Hooper forwarded Karla an email from Walt stating he needed a W-9 Form from Friends of the Library and an Invoice for a donation of \$1,000.00 Karla forwarded that to Walt and would update on that the week of the 15th.

Library Administrative Job Description: Karla stated that Faulkner County Library Director and her worked together on a Library Administrative Job Description. Karla stated she would forward that to Glenda and have her review the job description. Karla also talked to John about the possibility of the Regional Board voting him to be the Regional Director, Karla stated that she told John that a Van Buren County Board Perspective they would expect him to attend VBC Board Meetings, VBC Quorum Court Meetings, Help raise funds to pay off the Library, Advocate for the library in VBC and search for Grants along with the other job duties of a Regional Director.

2019 Library Board Member Nomination: The board stated they received and reviewed the information from Faulkner County Library Director, John. Karla stated that would be something they should implement in 2019 the New Year but they did not have time to do that for the 2019 nomination. There were six names given as a nomination to replace Chairwoman, Rhonda Davis as her term will expire December 30, 2018, she has served 10 years and cannot serve again for 1 yr. The names that were nominated were – Chad Brown, Lacey Standridge, Judy Mays, Trey Wilkins, Ed Wood, and Terry Drew.

## New Business -

Adjournment: With no further business Phillip made a motion to adjourn and Glenda Seconded that motion. And the meeting adjourned @ 5:20 p.m.

FYI: Next library board meeting was set for November 14, 2018 @ 4 p.m., November – Voting – Book Sale – and Leg-It. Library will be closed Nov 12th, 17th, and 22nd – 24th.

Respectfully submitted:

Karla Fultz  
VBC Librarian

Rhonda Davis, Chairwoman

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**November 14, 2018**

A regular meeting of the Van Buren County Library Board was called to order at 4:08 p.m. in the meeting room of the library. Presiding Officer was Chairwoman-Rhonda Davis. A quorum was present, including the following members: Glenda Stagg, Stephanie Treece, Phillip Ellis, and Kristi Eastridge. Van Buren County Librarian- Karla Fultz was also in attendance.

The minutes from October 10, 2018 board meeting were read. The minutes stood as read.

Financial Report: For the month of October, Damascus library attendance was 390 checked out items were 384 new library cards were 04 deposits were \$304.80, checks disbursed were \$99.44 leaving a balance of \$3,885.83 in the discretionary account. Clinton's attendance was 5,623 checked out items were 4,683 new library cards 52, balance in the discretionary account was \$46,399.53 and the balance in the mill tax fund was \$483,058.46. Law Library balance was \$20,264.23. Stephanie accepted the financial report and Kristi seconded that.

Old Business:

Library Administrative Job Description: Karla presented the Library Administrator's job description to the board. Glenda made a motion to accept the job description with the inclusion of stating the job comes with benefits, Philip seconded that motion and all were in favor. Karla stated she would like to get the position advertised the week after Thanksgiving and hopefully to have someone hired by March 1. Karla stated she would advertise in State and Local newspapers, social media, and through the Arkansas state library.

Regional Library Director – Karla stated the Regional board met and Faulkner Library board would like to see John be the Regional director and asked the VBC Library board what they would like to see in a job description for a Regional director: Below is the list of items the VBC Board agreed upon:

1. Work at the Van Buren County Branch 1 day a week and visit all other branches throughout the month.
2. Attend all system board meetings and Friends meetings
3. Attend Quorum Court meetings as necessary
4. Attends relevant statewide conferences including Arkansas Library Association, Arkansas Advocates for Public Libraries meetings, and meetings at the Arkansas State Library.
5. Collects statistics reflecting library usage and attendance. Makes bookkeeping and financial reports available to boards.
6. Communicates fiscal policies to library personnel, is responsible for timely production of RFP's
7. Communicates material's collection strategy and execution to staff
8. Communicates strategies to maintain security of materials and facility to staff
9. Responsible for effective communications with the community
10. Maintains standard levels of service to libraries in all system communities

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11. Reports to boards on facilities maintenance and upkeep
12. Works with all Branch Managers and the county boards in the hiring, and evaluating of staff.
13. Performs other tasks that the board may from time to time authorize.

## New Business:

Regional Reimbursement: Karla stated that upon budgeting for the 2018 Regional Library Fiscal Year John and the Regional board were thinking the budget was going to be cut by \$60 sum odd thousand dollars, so therefore Regional Reimbursement was not included. That \$60,000 has returned via state legislator to the budget and the regional board voted to reinstate the Regional reimbursement in this 2018 fiscal years budget which means a check in the amount of \$20,000 will be reimbursed to Faulkner County and a check in the amount of \$10,000 will be reimbursed to Van Buren County for services rendered.

Adjournment: With no further business the meeting was adjourned at 4:59 p.m.

FYI: Leg-It November 17th, Library closed Nov. 17th, 22nd – 24th.

Respectfully submitted by,  
Karla Fultz  
Van Buren County Library Administrator

Rhonda Davis, Chairwoman

## **December 13, 2018**

A regular meeting of the Van Buren County Library Board was called to order at 5 p.m. in the dining area of Latitude Bistro. Presiding Officer was Chairwoman- Rhonda Davis. A quorum was present, including the following members: Stephanie Treece, Kristi Eastridge, Phillip Ellis and Glenda Stagg. Also in attendance, were Regional Director John McGraw, and VBC Librarian- Karla Fultz.

The minutes from November 14, 2018 board meeting were read. Minutes were approved as read.

Financial Report: For the month of November, Damascus library attendance was 219, checked out items were 269 new library cards were 4, deposits were \$23.00 leaving a balance of \$3,908.83 in the discretionary account. Clinton's attendance was 4,866 checked out items were 3,962, 38 new library cards, balance in the discretionary account was \$46,850.52 and the balance in the mill

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tax fund was \$541,106.08. Law library balance was \$20,204.73. The financials were accepted as read.

Discretionary Budget: Karla presented the board with the 2019 discretionary budget. Glenda made a motion to accept the discretionary budget as is and Phillip seconded that motion. All were in favor and the motion passed. 2019 Checking account signatures: Rhonda stated that since she is officially off the board come January the board will need someone to sign checks in her place. Glenda made a motion to nominate Phillip as check signee and Stephanie seconded that motion. All were in favor and the motion passed.

## Old Business:

Hiring Committee: Karla stated she needed a hiring committee for the Library Administrators position. Karla stated that she is excusing herself from the hiring process and Regional Director, John McGraw will help the committee chose the next Librarian. Glenda asked Karla to send the board out a scanned copy of the MLS Applicants. Rhonda asked Karla to email Chad Brown the incoming 2019 Board member a copy of those applicants. Glenda made a motion that John, Stephanie and Kristi be on that committee. Phillip seconded that motion and all were in favor.

Replacement for Lill: Karla stated that she needed someone for 15 hours. Karla stated she had a volunteer she would like to see hired as she has stepped up to the plate and pitched when and where needed. Phillip made a motion they hire Kim Tyler for 10 hours at this time and revisit the hours quarterly. Kristi seconded that motion and all were in favor.

## New Business:

VBC Regional Board Members: Karla stated she needed two regional board members for the next 2 years. One person, who, is currently serving on the board and one new person. Stephanie Treece is currently serving on the Regional Board and VBC needs one more member. Phillip nominated Kristi Eastridge for the 2nd Regional Board member and Glenda seconded that. All were in favor and the motion passed.

Databases – Karla stated the Regional Board just subscribed to 2 new downloadable databases, the New York Times and Creative Bug that is similar to pentrist. Karla mentioned that for Research purposes the library patrons have access to Arkansas State Library's The Traveler .

VBC Computers: Karla stated she had staff to upgrade and clean their computers harddrives so they would be in top running condition. Deb has upgraded all public computers. Karla stated that the computers are in good shape except for Lisa's, which is a 2010 model, which may need to be replaced in 2019. Rhonda asked if the library had any Microsoft computers and if there

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were any Microsoft grants. Karla stated the library has 4 Microsoft computers and will see if there are any grants out there for Microsoft computers.

Chairperson: Rhonda stated the board needed to elect a chairperson in her place. Kristi nominated Phillip and Stephanie seconded that motion, all were in favor and the motion passed. New board member for 2019 will be Chad Brown.

FYI: Next board meeting will be Wednesday, January 09, 2018 @ 4 p.m.

Holiday Closures: December 24th, 25th, and January 1st.

Respectfully submitted:

Karla Fultz

VBC Librarian

Phillip Ellis, Chairman